



In Home Tutoring Risk Assessment

Activity: Tutoring for 1 pupil at	Tutor(s):
Start Date:	Child's Name:
Assessment Completed By:	Date of Risk Assessment:
Signature of Assessor:	
Target Date for Review: July 2026	

Significant Hazards and Associated Risks	Those who might be harmed	Control Measures (CM's)	Additional CM's required?	Residual Risk (H,M,L)
Falls, trips and bumps	Tutors & Student	Children and tutors are to wear comfortable and appropriate footwear. Group leaders are to make sure pathways are clear for children to walk down.		L
Fire Emergency	Tutors & Student	Tutors to make themselves aware of the fire exits. Tutors to discuss with family the procedures in the incident of a fire. Tutors to support student in practice the fire exit plan in the first week and half termly thereafter.		L
Inappropriate Leadership	Tutors & Student	Tutors trained, competent and experienced with clearly defined roles and responsibilities for all staff		L
Venue Checklist	Tutors & Student	Complex Case Lead to undertake preliminary visit to check venue(s) and identify particular hazards where appropriate. Tutor to complete venue checklist in the first week of tuition for home environment.	Tutor to complete venue checklist in first week of tuition for venue and in home tuition.	L





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Hazards specific to home	Tutors & Student	All tutors familiar with guidance offered by family, emergency and first aid procedures and how to contact duty staff / manager, if required, at any time. Pets to be kept away from tuition. No smoking in home during tuition by family. Individuals are never left on their own in home.		L
Car Park and Road Traffic Issues	Tutors & Student	Hazards known and addressed in pre-planning, including allocation of staff management and briefing of young people Student to be met at the door and ensure an adult is home before entering.		L
Incident / Emergency - no staff present	Tutors & Student	System of emergency contact in place, tutor to have contact details for HST team and parent/ guardian at all times Staffing allocation takes account of medical and behavioural conditions HST Team to be contacted straight away if staff are not able to attend.		L
Injury / medical emergency	Tutors & Student	Members of the group may require first aid treatment for a variety of different reasons. Each group to have a first aid kit that can be used by a trained first aider if the need arises. All children's medication including inhalers and EPI pens to be taken by tutor. No medication to be administered by tutor, parent to attend if medication required.		L
Pupil absconding or leaving premises	Tutors & Student	Verbally encourage pupil to remain safe and remind them of the expectations and safe areas. No physical restraint/ intervention to stay on the premises to be use. Clearly state that if the pupil leaves the premises the police will have to be called as it is dangerous. All actions to be recorded on lesson report and communicated with area advisor. Risk to undergo continual review.		L





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Terror Threat	Tutors & Student	Take advice from parents from their own evacuation procedure. Take appropriate action to ensure that safety continues and parents contacted. Ensure doors are locked at all times to prevent intruder.		L
Behaviour of pupil	Tutors & Student	Dangerous behaviour by a pupil; being hit by a pupil or being hit by equipment being thrown by a pupil. In a 1:1 teaching/support situation behaviour is generally excellent (passivity if often the behaviour issue rather than dangerous behaviour). Tutors should avoid confrontation and follow risk reduction plan where applicable. Tutors to familiarise themselves with students EHCP Either the parent or a commissioning body (school or Local Authority) have the responsibility to alert HST to any know behaviour concerns so that the tutor can tailor their teaching approach accordingly. If behaviour escalates and student cannot self regulate parents to be called to collect- in this instance please phone Sarah Jones to discuss. Tutors to remove themselves from the close proximity should any difficult or dangerous behaviour be displayed. Room to be kept clutter free where possible, and resources not being used to be put into a bag.		L

